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ABSTRACT

This plan sets forth the library needs in Virginia, establishes goals for improved service, and outlines methods of achieving these goals. Procedures for evaluating and ways of disseminating information about the programs are described. Criteria and priorities to be used are included in the program descriptions. (Other State Plans are: LI003985 through 003993, LI003995 through 004004, LI004027 through 004035, LI004038 through 004046, and LI004089 through 004093.). (Author)

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A LONG-RANGE PROGRAM
FOR
LIBRARY DEVELOPMENT
IN
VIRGINIA

1972-1977

LI 004 094

VIRGINIA STATE LIBRARY
1972

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Introduction

This plan sets forth the library needs in the State, establishes goals for improved service, and outlines methods of achieving these goals. Procedures for evaluating and ways of disseminating information about the programs are described. Criteria and priorities to be used are included in the program descriptions.

The plan was developed in cooperation with the State Advisory Council on Libraries and in consultation with the Program Officer for Region III, United States Office of Education. Planning was done in conjunction with the Division of State Planning and Community Affairs, which is responsible for multijurisdictional developments. Advice concerning the development of the programs under Title III was obtained from the membership of the Virginia Library Association.

The "culturally different" will be involved in local planning of projects and encouragement will be given to the employment of qualified disadvantaged persons to conduct these local projects.

I. *Background*

In 1936, Randolph W. Church, who was then Assistant State Librarian, set forth a plan for regional library development. Mr. Church envisioned library systems which would serve 100,000 persons.

The Tennessee Valley Authority sponsored study, *Libraries of the Southeast*, published in 1949, found Virginia's library resources more nearly adequate than some other states in the Southeast, but lagging far behind the national average.

In 1942 State aid for public libraries became available in the amount of $50,000 annually. This amount was increased gradually until it reached $400,000 for the year 1969-70.

During these years the character of the State was changing from rural to urban and it became apparent in the early sixties that the 1942 law was outmoded. In 1964, at the request of the Library Development Branch of the State Library, the Virginia Library Association appointed a public library development committee consisting of ten librarians representing the various geographic areas as well as types of public libraries. This committee held regular meetings over a two-year period and in November, 1966, submitted a plan to the State Library Board. Under this plan the State was divided into 18 areas which, with the exception of the Eastern Shore, had a population of more than 100,000 each. This plan was never adopted by the State Library Board, because they felt that it superimposed an administrative level which would result in placing the individual libraries further from the State Library itself. It finally became apparent that the job could not be accomplished by the Committee without professional help and the Committee recommended to the State Library Board that they employ a consultant firm to make a survey and prepare a State plan.

As a result of the recommendation from the Library Development Committee, the Arthur D. Little firm was employed early in 1968. This survey was twofold: (1) to make a study of the internal operation of the State Library itself and (2) to study the public library program in the State.

The report on the internal operation of the Library was studied thoroughly by the appropriate committee of the State Library Board, and a reorganization was effected July 1, 1968. (See II A)

One of the basic conclusions of the Little study of the public library program was that the formula being used for the distribution of State and Federal aid was not satisfactory and that the level of funding was so low that its impact was almost insignificant.

The library laws of the State, including the formula for the distribution of grants-in-aid to libraries, were re-

codified by the 1970 session of the General Assembly. The formula was written so that regional library systems were given an advantage. (See appendix A)

For the purpose of library development the State was divided into four areas with a public library consultant's office established in each of the areas. (See appendix B for map showing the division of the State)

II. *Present Status of Library Service*

A. The State Library is organized into three divisions, each with two or more branches. The Library Division includes the General Library Branch and the Library Development Branch. The General Library has a large collection of reference and circulating materials including educational films and serves as a source library for other libraries in the State.
The Library Development Branch has the responsibility for cooperation, consultation, and coordination within the public library network of the State. This Branch also administers the federal programs, including the institutional and construction programs and grants-in-aid.
The Archives Division is responsible for State public records and for local records preservation and for historical publications.
The Library Services Division is responsible for accounting, personnel, public relations, records management and technical services.
The following sections of the *Code of Virginia* give the legal authority for the expenditure of State and Federal funds for library purposes to the Library Board of Virginia:

42.1-1 ...The Virginia State Library shall be continued and shall be the library agency of the State, the archival agency of the Commonwealth, and the reference library at the seat of government. It shall have the following powers and duties: ...

To give direction, assistance and counsel to all libraries in the Commonwealth, to all communities which may propose to establish libraries, and to all persons interested in public libraries, as to means of establishment and administration of such libraries, selection of books, retrieval systems, cataloguing, maintenance, and other details of library management, and to conduct such inspections as are necessary;

To engage in such activities in aid of city, county, town, regional and other public libraries as will serve to develop the library system of the Commonwealth;

To administer and distribute State and Federal library funds in accordance with law and its own regulations to the city, county, town and regional libraries of the Commonwealth; and

To enter into contracts with other states or regions or districts for the purpose of providing cooperative library services.

42.1-47 Grants for development.– In order to provide State aid in the development of public library service throughout the State, the Library Board, in this chapter sometimes called the Board, shall grant from such appropriations as are made for this purpose funds to provide library service.

42.1-57 Authority of Library Board to accept and distribute Federal funds.–The Library Board is empowered, subject to approval of the Governor, to accept grants of Federal funds for libraries and to allocate such funds to libraries under any plan approved by the Board and the appropriate Federal authorities. Such allocations shall not be subject to the restrictions of this chapter.

42.1-58 Agreements providing for expenditure of Federal and matching funds.–The Library Board and the cities and counties of the Commonwealth are authorized to enter into agreements providing for the supervision of the expenditure of Federal funds allocated to such cities and counties and matching funds provided by such political subdivisions. Such agreement shall set forth the standards and conditions with respect to the expenditure of such funds.

B. Public Libraries

In the past decade, Virginia's population has increased from 3,966,944 to 4,648,494. In July, 1961, 2,929,829 persons, or 73% of the total population, had public library service. Today 4,163,948 persons, or 89% of the total population, have public library service. There are 5,158,326 books in these public libraries, or 1.2 volumes per person served as compared to .8 books per person served in 1961. Circulation of these books has risen from 2.7 per capita to 3.9 per capita.

Local expenditures have increased by eight and one-half million dollars; State aid by $353,796 and Federal aid by $607,406 from the amount spent in 1961. Total local, State, and Federal per capita operating expenditures for the State are $2.98 in the areas served. Local operating expenditures are only $2.69 per capita. The four largest libraries in the State spent more than one half of all the local money.

The increased amounts of money which have been expended have been used largely for materials and staff to meet the growing demands of the traditional public library clientele. Obviously, a large portion of the money has been consumed by the increased costs in both of these categories.

C. Institutional Libraries and Service to the Handicapped

The administration of the prison correctional schools and hospitals have become increasingly aware of the need for library service in their institutions. They have, in almost every instance, increased their spending for either materials or personnel. In spite of this, there are only 79,661 books in these libraries to serve more than 20,000 persons.

The programs of service to the handicapped have also improved but are still far from adequate.

D. Colleges

Every institution has a library, ranging from the University of Virginia's major resources to new community colleges with rudimentary beginnings of book collections.

The libraries in a majority of the colleges and universities in Virginia suffer from deficiencies in holdings, shortages in qualified personnel, and inadequate space. The problems faced by the libraries result in large part from recent increases in numbers of undergraduates, graduate students, and faculty, from the expansion and proliferation of academic programs, the phenomenal increase in the number of books and periodicals published currently, and generally inadequate financial support.

E. Schools

For the year 1971-72, 1,319 elementary schools are accredited but of this number 468 have been advised of certain deficiencies. Three elementary schools are not accredited. Four hundred and seventy-one secondary schools are accredited of which 386 have been advised of certain deficiences. Five are not accredited. The secondary schools, however, have central libraries. The average number of books per child is 11 and the average per pupil expenditure from all sources is $7.57. Sixty-eight percent of all of the schools have one certified librarian per 800 children.

F. Special Libraries

Eighty special libraries send statistical reports to the State Library annually. These reports show the special subject fields covered by the collections. Most of these libraries are open to the public which facilitates referral from other types of libraries.

III. *Library Needs to Be Met with LSCA Funds*

A. Services

The results of a questionnaire which was recently sent to selected libraries in the State revealed that only four libraries had programs designed to serve the disadvantaged, institutionalized, or handicapped which were of enough significance so that the librarians were able even to estimate the costs of such services. One of these four is Norfolk, which has a HUD grant for a black cultural center as part of the Model Cities program. The Norfolk Public Library is also purchasing books for the city jail with funds obtained under the Omnibus Crime Prevention and Safe Street Act.

The same questionnaire revealed that the most pressing needs for service to the disadvantaged were:

- Inexpensive means of transporting books and materials.
- Programs for improving the reading skills of adults, the black, the poor, and Latin American emigrés. This would include both materials and staff to conduct reading programs.
- Jail and detention home programs.
- Story hours for children in hospitals and other institutions.
- Programs to introduce other agencies to services offered by the library.
- Service to the homebound.
- More publicity of all services through media which reach the disadvantaged.
- Library services to seasonal farm workers.
- More trained staff to give personalized attention to the patron.

It is anticipated that the total number of inmates in State correctional institutions will decrease and the average educational level will be higher. A change in emphasis to individual education in both vocational and academic areas, including college level courses, will place an increasing demand on Virginia's correctional libraries. It is anticipated that the total State hospital population will increase slightly in the next five years.

In addition to the need for established libraries to find ways of serving the disadvantaged, institutionalized, and handicapped with materials that are relevant to their needs and are usable by them, there is the need for larger units of service. There are only twelve libraries serving more than 100,000 population; seven serving 75,000 to 100,000; four serving 50,000 to 75,000; 21 serving 25,000 to 50,000; 25 serving 5,000 to 25,000 and 14 serving fewer than 5,000 persons.

Not only are larger units of service necessary for economy in purchasing materials and in other facets of traditional library service, but they are especially important for programs which go beyond the walls of the library to bring service to reluctant readers or to persons who cannot come to the library. Personnel trained either by education or experience to serve this clientele can well be spread over a larger territory. All of the future cooperative library planning in the State shall give due consideration to conforming with the lines set up by the State Division of Planning and Community Affairs. (See appendix C)

There remain 484,546 persons, 11% of Virginia's citizens, who have no public library service.

Libraries in State-supported penal and health institutions have improved tremendously since LSCA funding began. There is still a great lack in both materials and staff.

B. Construction

Of the fifteen regional libraries in Virginia, seven have headquarters buildings which are totally inadequate and do not have grants for construction. Twelve county libraries are housed in miserable quarters and seven city libraries are extremely crowded. All categories of libraries need branch buildings.

C. Interlibrary Cooperation

Among the major needs of libraries are improved communication among libraries, improved interlibrary loan services throughout the State, cooperative buying agreements, and publicizing of strong subject collections.

IV. *Criteria for Services*

Criteria to determine adequacy of library service for geographical areas, or to groups of people:

A. Public library services are deemed inadequate when an established library fails to meet all of the following standards:

- For every 6,000 population served there should be one professional and two clericals.
- Library facilities should be within easy reach of every citizen. Maximum travel time to the library should be 15 minutes for urban areas and 30 minutes for rural areas.
- All public library headquarters should have a minimum of 2,000 square feet or .6 of a square foot per person living within a radius of 15 miles in the governmental area served, whichever is larger.
- All headquarters libraries should provide 50 seats per 30,000 population within a fifteen mile radius in the governmental area served.
- Libraries serving between 10,000–25,000 population should be open between 45 and 66 hours weekly. Libraries serving 25,000 population and over should be open between 66 and 72 hours weekly.
- The headquarters should contain at least 100,000 adult nonfiction titles as a basic collection. Source: Recommended Minimum Standards, adopted annually by the Virginia State Library Board, based on *Minimum Standards for Public Library Systems,* ALA, 1966.

Areas are deemed to be without public library service when there is no library which is open to every resident of the political subdivision without charge.

B. Provisions of special services to "groups" of persons are to be made as follows:

Persons who cannot handle conventional printed material because of a physical or visual handicap will be identified by a statement from a physician or a staff member of the Commission for the Visually Handicapped.

- In determining adequacy of library services, the ALA Library Administration Division *Standards for Libraries Serving the Blind and Visually Handicapped* will be used.

Persons confined to penal institutions which receive more than 50% of their support from State funds. These persons are deprived of the benefits of "normal" public library service as the result of delinquency, poverty, neglect and cultural isolation from the community at large.

- In determining adequacy for library service, the American Correctional Association's *Manual of Correctional Standards,* 1966, will be used.

Persons residing in health and mental hospitals and in schools for the physically handicapped (including mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed, crippled, or other health-impaired persons who by reason thereof require special education) which receive more than 50% of their support from the State.

- In determining adequacy for library service, the ALA Hospital Library Standards Committee *Standards for Library Services in Health Care Institutions,* 1970, will be used.

C. The State Library Agency will be strengthened in order to meet more fully the library needs of the people. Special emphasis will be placed on those activities which relate directly to improving services aimed at

persons who are educationally, socio-economically, and culturally disadvantaged.

- In determining the adequacy of the State Agency, the ALA's *Standards for Library Functions at the State Level* will be used.

D. Criterion for delineation of urban and rural areas with high concentration of low-income families:

An area with high concentration of low-income families is any city, county, or town where median family income is lower than the median family income for the State. The figures used at present are from the 1970 decennial census.

V. *Goals*

The overall goals of the Virginia State Library for the next five years are to:

A. Provide the 484,546 residents of the State now without any public library service with service which meets State requirements for grants–in–aid. (See appendix D)

B. Provide ways and incentives for the more than 100,000 persons who are served by public libraries which do not meet the requirements for State aid to improve their libraries so that they will meet these requirements. (See appendix D)

C. Help libraries which now meet State requirements for grants–in–aid to meet State and national standards. (See appendix E)

D. Offer incentives for the formation of units of service large enough to provide quality service at the most efficient cost. These regional libraries should conform to the State planning district boundaries.

E. Direct special library services to those persons who are disadvantaged as the result of poverty, neglect, delinquency and/or by cultural, linguistic or other isolation from the community at large; to maintain and expand library services to institutionalized persons and to handicapped persons along organizational patterns developed by the Department of Welfare and Institutions, the Department of Mental Hygiene and Hospitals, the Department of Health, and the Commission for the Visually Handicapped.

F. Help libraries meet the certification laws as applicable and to develop the capabilities of staffs which are now employed. (See appendix F)

G. Develop a State office of interlibrary cooperation for the purpose of coordinating cooperative efforts among all types of libraries in the State.

H. Assist localities in obtaining adequate physical facilities to meet the needs of their service areas.

VI. *Implementation*

A. Services for Public Libraries

The major thrust for public library development will be through special purpose grants for establishing service in unserved areas. (See appendix G.) A set sum will be set aside for grants to establish public library service in unserved areas.

Basic library service will be established. Special emphasis, particularly from the bookmobiles, will be given to assisting and encouraging reading for all ages and educational levels. This will be done through storytelling, film presentations and personal contacts with those persons who have poor reading skills or are reluctant to read because of their cultural backgrounds. Appropriate nonconventional reading materials will also be pro-

vided. In general, emphasis both in the acquisition of materials and the programs of service will be given to the national priorities of early childhood education, and the "right to read."

Main objectives of these grants:

- To provide reading materials, records, and films to rural disadvantaged areas.
- To raise the reading level of the disadvantaged children and adults who have little formal education.
- To help the child and adult improve his learning ability, therefore his employment potential.

The services which are offered by the library will be widely publicized in the news media as well as by cooperation with social service agencies in the area.

The success of this project will be measured by the standard library indicators, as well as through questionnaires to users. With the help of other agencies in the area there will be a subjective evaluation every six months to determine whether the service offered is meeting the desires and needs of the public, and whether there have been notable changes in life styles or attitudes of users.

Example Library Development Project

Provision of regional public library service to the unserved areas of the State which have no strong library system to join:

State Planning District 14:

Population that is totally unserved – 38,747
Area of unserved portion of district – 1,597 square miles.
Grant to this area would be based on the same criteria as special purpose grants.

County	*Points*
Amelia	5
Buckingham	5
Cumberland	6
Prince Edward	2

The points cited above show the need for financial help in establishing a public library in this area. They also show that the service will be provided to low-income families living in a sparsely settled rural area. Many of these persons are also isolated from the community as a whole by virture of their race and/or low educational level.

It is almost impossible to establish a timetable for this type of library development. There are so many different groups that must decide to act. Local governing bodies must agree to form a regional library, allocate local funds to support the library, and apply for a grant. The area consultants are working constantly with groups who are concerned about lack of library service. Applications for extending service to special groups are equally unpredictable and State appropriations are also unpredictable.

The State Library will continue to fund innovative projects of established libraries with emphasis on disadvantaged areas.

Grants made to established libraries for extending service to special clientele will be made on budgets submitted by the governing body of the library. Priority for these grants will be given to areas with the largest number of scoring points. There will be no monetary limits set on these grants. Innovative programs will be encouraged and each

project judged on its relation to overall goals and objectives, feasibility, and ·cal capacity to manage and continue tne project. (See appendix G)

In addition to the projects described above, the State Library will continue to allocate grants–in–aid to qualifying public libraries. Libraries receiving these grants will be required to report on ways these funds have been expended and to describe how the materials and services have contributed to improvement of service to the national priorities such as early childhood education, drug abuse education, the "right to read", environmental education, and career education. These reports will be used to determine the success of the program. The area consultants will encourage the libraries to conduct programs of service aimed at persons with low income and the disadvantaged. (See appendix A)

Federal funds will continue to be used for education, training and conferences involving public libraries. At the end of fiscal year 1973 the scholarship program will be evaluated to determine whether these grants are actually filling the vacancies in Virginia public libraries in the areas where professionals are most needed. Workshops will be held for present library staff members. Increased emphasis will be placed on area meetings of librarians in an effort to change thought patterns concerning library service from the traditional ones of the past few years to outreach programs and programs prepared in concert with other agencies. Librarians and staff members will be encouraged to attend state and national conferences on extending library service to the disadvantaged.

Federal funds will continue to be used to strengthen the State Library agency through the purchasing of materials, including films, to be loaned to libraries and individuals. Special attention will be given to the purchase of materials relating to the national priorities. Staff employed with these funds help to support all the efforts of the State Library to meet the needs of all State residents including those without public library service.

It will be necessary to continue spending funds in the overall administration of the total LSCA program.

B. Institutions

1. Correctional Institutions

In the next five years our objective will be to meet American Correctional Association standards for correctional and youth services libraries. To meet the new responsibilities activities have been worked out with the advice of the administrators of the institutions. All planned activities are described below.

Book Collections – Book collections will continue to be built up with special emphasis on the national priorities such as drug abuse education, environmental education, the "right to read", and career education.

Audio–Visual Materials – Audio–visual collections will be established in institutions which do not now have them. Emphasis in these collections will be placed on the same national priorities as those listed above for books.

Physical Facilities – The State Library will work with the Department of Welfare and Institutions toward renovating present facilities or building new facilities which will meet the needs of all of the institutions by the end of the five–year period.

Employment of Professional Personnel – A library service coordinator for the correctional field units will be employed by the Bureau of Correctional Field Units. Within a period of five years it is anticipated that professional librarians will be on duty in all of the correctional institutional libraries.

Expansion of Library Hours – In spite of a tremendous improvement in this area during the last three years, there is a need for the expansion of library hours in most correctional institution libraries. These will undoubtly come with the addition of the professional personnel noted above.

Workshops – In–service training programs will be conducted for library staff members on an individual library basis as well as through statewide seminars.

New Developments – The Bureau of Correctional Field Units will be regionalized into six regions with five branch libraries in each. Approximately two–thirds of Virginia's penal inmate population reside in thirty correctional field units. Since library programs are already much better developed at the larger institutions, emphasis will be placed on the development of library services in the correctional field units in the immediate future.

Emphasis also will be placed on bringing youth service institution libraries into the program.

The penitentiary is in Phase I of a decentralization program. As the new units develop, the State Library will work with the administrators not only in planning the physical facilities, but also in building up a collection of library materials.

Evaluation – The success of these programs in penal institutions will be determined by questionnaires to inmates and interviews with the authorities of the Department of Welfare and Institutions.

2. Hospitals

The objective for the next five years is to meet or exceed American Hospital and Institutional Library standards. As in the case of correctional libraries, there will be an increased emphasis on training, education, and rehabilitation. The activities which have been worked out with the advice of the administrators of the institutions are planned in order that the libraries will be able to participate fully in the treatment program. These activities are described below.

Book Collections – Book collections will continue to be built up with special emphasis on the training, education, and rehabilitation of patients.

Audio–Visual Materials – Audio–visual collections will continue to be improved by the purchase of additional materials including cassette and tape players. Emphasis will be placed on training, education, and rehabilitation of patients.

Physical Facilities – The Department of Mental Hygiene and Hospitals and the Department of Health are working toward providing additional space for the libraries.

Employment of Professional Personnel – Employment of professional librarians at the larger hospitals will be encouraged as well as the employment of full–time staff members at the smaller units.

Expansion of Library Hours – The hours of opening at all hospitals will be extended to at least thirty-five hours a week.

Workshops – In-service training programs will be conducted for library staff members on an individual basis as well as through statewide seminars.

New Developments – Library service at Central State Hospital and the Petersburg Training School will be combined in order to effect improved service in both institutions in an economical manner. Eastern State Hospital will separate its patient and medical libraries, both of which will be administered by separate staffs with a professional librarian as coordinator for both libraries.

Evaluation – In addition to the traditional library indicators, the programs will be evaluated by the medical and rehabilitative staff of the hospitals through the use of questionnaires and interviews.

3. Handicapped

The State Library will continue its contract with the Commission for the Visually Handicapped. A consultant from the State Library has been assigned to work closely with the librarian of the Virginia State Library for the Blind and Physically Handicapped in order to assure that the program is being conducted in such a way as to be most useful to all eligible persons.

Special emphasis will be placed on identifying potential users of the services. This will be done by widely publicizing the program through physicians, social service agency workers, public librarians and school authorities as well as through the regular publicity media. There will be an attempt to coordinate the services offered by the Commission with the services offered by other libraries - - institutional, public, college, and school.

The three existing sub–regional libraries will be strengthened and others established as the need for additional units is determined. The State Library will purchase specialized materials for public libraries throughout the State. These purchases will include books, audio–visual materials, and equipment to become a part of the public libraries' collections to assist the visually handicapped to "read."

C. Construction

In keeping with our goal of encouraging larger units of service we will revise our priorities for construction grants to give first priority to regional libraries. This is being done because of the added financial burden placed on the governmental units supporting a headquarters building. Traditionally in Virginia the major portion of this cost has been borne by the locality in which the building is located. (See appendix H)

D. Interlibrary Cooperation

Proposed projects must involve more than one type (i. e., public, special, academic, school) of library and must provide service not previously offered by participating libraries. Statewide projects will have precedence over regional; regional, over local.

No type of library is ineligible under State law to participate in any cooperative project undertaken under Title III.

An office for interlibrary cooperation will be established in the State Library, with necessary staff, for the purpose of coordinating cooperative efforts among libraries in the State.

The kinds of activities to be sponsored by the State Library are:

- Improvement of communications among libraries in the State, including use of teletype, telephone, telefacsimile, and any other devices that may prove beneficial to efficient communications.
- Supplementing staffs in participating libraries to meet increases in interlibrary loan demands.
- Studies of innovations and of library users' needs in order to develop effective projects and to recommend best development of library systems in the State.
- Pilot projects and experimentation to test validity of new proposals in interlibrary cooperation.
- Establishing standards of quality and compatibility for such interlibrary efforts as union lists, book catalogs, and information systems.
- Publication of catalogs of special collections and union lists to facilitate the location of materials needed for interlibrary loan.

- Conducting seminars and conferences to provide continuous education for librarians, and providing for librarians' participation in related out-of-state conferences and siminars.

Interstate Library Cooperation – The State Library may now legally enter into cooperative ventures with agencies outside the state of Virginia. If projects exist in neighboring states that are compatible and consolidation is mutually beneficial, the State Library will undertake interstate cooperation in such projects.

Criteria – Criteria to be used by the State Library in evaluating applications for funds or in initiating projects under this Title include the following:

1. Service to be offered is supplementary to service previously given.
2. Service must extend to more than one type of library.
3. Cost of project is reasonable in relation to expected results.
4. Service is in accordance with stated interlibrary codes and agreements.
5. Local or regional projects must be of a nature to contribute data to future planning in other areas of the State.

Projects will receive priority on the basis of:

- Greatest benefit to widest area of State.
- Greatest benefit to greatest number of users.
- Potentiality of being adaptable to other areas.

Information, including criteria, will be made known by cirularizing all types of libraries eligible to participate. Every appropriate local or other public agency in the State will be accorded an opportunity to participate in cooperative systems or networks established under this Plan.

VII *General Policies*

A. Evaluation of the progress of the program will be determined as stated in foregoing portions of this plan.

B. All results and information pertaining to programs and projects will be disseminated through publication in the State Library newsletter and through the Educational Resources Information Center.

C. The State Library through its Library Development Branch and its office of Interlibrary Cooperation will encourage coordination of all library efforts in the State by convening meetings and conferences for this purpose.

D. The State Library assures that the State will expend from federal, State, and local sources an amount not less than the amount expended by the State from such sources for State institutional library services and library services to the physically handicapped during fiscal year 1971.

APPENDIX A

Laws Governing Grants–in–Aid to
Public Libraries in Virginia

42.1–46. Library policy of the Commonwealth.– –It is hereby declared to be the policy of the Commonwealth, as a part of its provision for public education, to promote the establishment and development of public library service throughout its various political subdivisions.

42.1–47. Grants for development.– –In order to provide State aid in the development of public library service throughout the State, the Library Board, in this chapter sometimes called the Board, shall grant from such appropriations as are made for this purpose funds to provide library service.

42.1–48. Grants to improve standards.– –In order to encourage the maintenance and development of proper standards, including personnel standards, and the combination of libraries or library systems into larger and more economical units of service, grants of State aid from funds available shall be made by the Board to any free public library or library system which qualifies under the standards set by the Board. The grants to each qualifying library or system in each fiscal year shall be as follows:

(a) Thirty–five cents of State aid for every dollar expended, or to be expended, exclusive of State and federal aid, by the political subdivision or subdivisions operating or participating in the library or system. The grant to any one library or system shall not exceed one hundred fifty thousand dollars;

(b) A per capita grant based on the population of the area served and the number of participating counties or cities: thirty cents per capita for the first six hundred thousand persons to a library or system serving one city or county, and an additional ten cents per capita for the first six hundred thousand persons for each additional city or county served. Libraries or systems serving a population in excess of six hundred thousand shall receive ten cents per capita for the excess; and

(c) A grant of ten dollars per square mile of area served to every library or library system, and an additional grant of twenty dollars per square mile of area served to every library system serving more than one city or county.

42.1–49. Grants to small municipal libraries.– –Every qualifying municipal library serving an area containing less than five thousand population shall receive its proper share, but not less than four hundred dollars.

42.1–50. Limitation of grants; proration of funds.– –The total amount of grants under 42.1–48 and 42.1–49 shall not exceed the amount expended, exclusive of State and federal aid, by the political subdivision or subdivisions operating the library. If the State appropriations provided for grants under 42.1–48 and 42.1–49 are not sufficient to meet approved applications, the Library Board shall prorate the available funds in such manner that each application shall receive its proportionate share of each type of grant. Applications must be received prior to June one of each calendar year.

42.1–51. Obligations of libraries and systems receiving aid.– –The obligations of the various library systems and libraries receiving State aid, shall consist in establishing and maintaining an organization as approved by the Board; provided that personnel standards of such library systems and libraries shall conform to the provisions of Chapter 11 of Title 54 for the certification of librarians, and with rules and regulations prescribed by the State Board for the Certification of Librarians in accordance with such chapter. All books and bookmobiles purchased with State aid funds shall, if the Board so determines, become the property of the State Library in the case of any library system or library which does not meet its obligations as determined by the Board.

42.1–52. Standards of eligibility for aid; reports on operation of libraries.– –The Board shall establish standards under which library systems and libraries shall be eligible for State aid and may require reports on the operation of all libraries receiving State aid.

As long as funds are available, grants shall be made to the various libraries, library systems or contracting

libraries applying for State aid in the order in which they meet the standards established by the Board.

In the event that any library meets the standards of the State Library Board but is unable to conform to Chapter 11 (54–261 et seq.) of Title 54 of the Code relating to the employment of certified librarians, the Library Board may, under a contractual agreement with such library, provide professional supervision of its services and may grant State aid funds to it in reduced amounts under a uniform plan to be adopted by the State Library Board.

42.1–53. Expense of administration.– –Not to exceed thirty per cent per annum of appropriations may be used by the Board to defray the expense of administering the provisions of this chapter and to provide other public library extension functions.

42.1–54. Procedure for purchase of books, materials and equipment and payment on salaries.– –All proposals for books, materials and equipment to be purchased with State aid funds and all proposals for aid in the payment of salaries of certified librarians shall be submitted for approval to the State Library by the libraries, library systems or contracting libraries applying for State aid, in form prescribed by the Board, and those approved may be ordered by the libraries, library systems or contracting libraries. Payments and disbursements from the funds appropriated for this purpose shall be made by the State Treasurer upon warrants of the Comptroller issued upon vouchers signed by the duly authorized representative of the library, library system or contracting library and approved by the duly authorized representative of the Board. Each voucher shall be accompanied by a certification by the duly authorized representative of such library, or library system that the books, materials or equipment have been received, or salaries paid, and that the same were approved by the State Library as hereinabove required. The Board shall act to obtain the best prices and most advantageous arrangements in securing all books, materials and equipment purchased through State aid.

42.1–55. Free service available to all.– –The service of books in library systems and libraries receiving State aid shall be free and shall be made available to all persons living in the county, region, or municipality.

42.1–56. Meaning of term "books".– –The term "books" as used in this chapter may be interpreted in the discretion of the Board to mean books, magazines, newspapers, appropriate audio–visual materials and other printed matter.

42.1–57. Authority of Library Board to accept and distribute federal funds.– –The Library Board is empowered, subject to approval of the Governor, to accept grants of federal funds for libraries and to allocate such funds to public libraries under any plan approved by the Board and the appropriate federal authorities. Such allocations shall not be subject to the restrictions of this chapter.

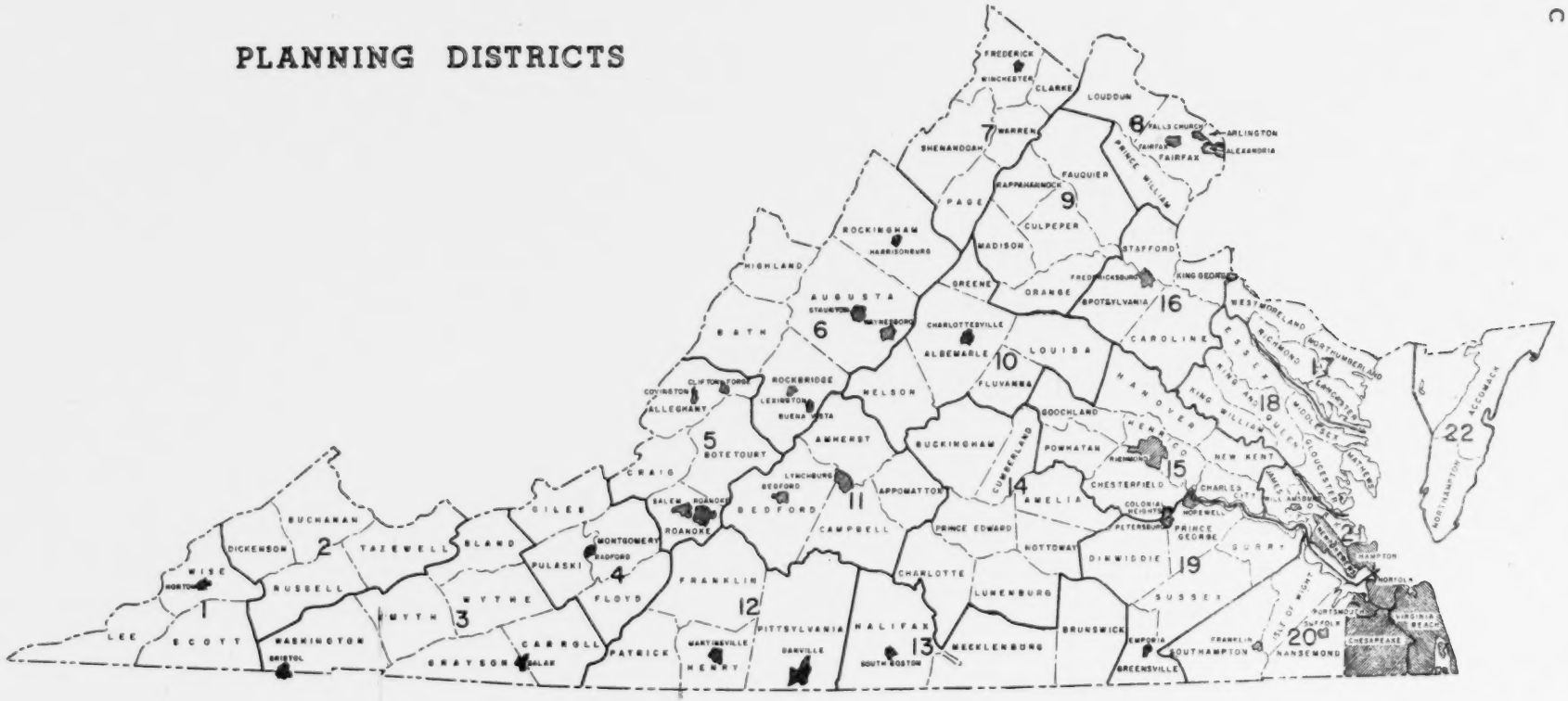
42.1–58. Agreements providing for expenditure of federal and matching funds.– –The Library Board and the cities and counties of the Commonwealth are authorized to enter into agreements providing for the supervision of the expenditure of federal funds allocated to such cities and counties and matching funds provided by such political subdivisions. Such agreement shall set forth the standards and conditions with respect to the expenditure of such funds.

CONSULTATIVE AREAS

HEADQUARTERS:

AREA 1 – MARION, VIRGINIA
AREA 2 – LYNCHBURG, VIRGINIA
AREA 3 – RICHMOND, VIRGINIA
AREA 4 – CHARLOTTESVILLE, VIRGINIA

PLANNING DISTRICTS



OFFICE OF THE GOVERNOR
DIVISION OF STATE PLANNING AND COMMUNITY AFFAIRS

APPENDIX D

REQUIREMENTS WHICH MUST BE MET BY LIBRARIES SERVING A POPULATION OF LESS THAN 5,000 IN ORDER TO RECEIVE STATE GRANTS–IN–AID

(Adopted April 27, 1970 by the State Library Board)

These requirements must be met by July 1, 1972, when full funding is anticipated.

In order to qualify for State grants–in–aid, all libraries *shall* meet the following requirements:

I. Be organized under the appropriate section of the *Code of Virginia.*

II. Submit to the State Library Board:
   (1) Charter, resolutions, or other legal papers under which they are organized.
   (2) A copy of the by–laws of the board of trustees, a list of trustees, revised as changes occur.
   (3) A five–year plan, adopted by the governing body of the library (trustees, or equivalent) for the development of library service in the area (areas) served. In order to receive continuing grants, any revisions in this plan must be submitted annually.
   (4) A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials.
   (5) Statistical and financial reports including statements of progress of the plan as requested.

III. All libraries *shall* meet the following minimum requirements:
   (1) Give at least 20 hours of public service per week.
   (2) Provide adequate staff, with at least one paid employee working 20 hours a week while library is open.
   (3) Have a collection of currently useful books of at least 5,000 volumes.
   (4) Provide a minimum of 1,750 square feet of space.
   (5) Be located on a site which is conveniently situated for service to the greatest number of people in the area.
   (6) Add at least 200 currently useful books per year.
   (7) Expend annually at least $3,000 per year in local funds, 2/3 of which must be from taxation or endowment. Local operating expenditures for any library, or library system, *shall not* fall below that of the previous year. The amount of any undesignated balance at the end of the fiscal year which exceeds 10% of the library's total budget will be subtracted from the grant which is based on that year's expenditures.
   (8) Provide an author, subject and title catalog.
   (9) Provide a telephone.

It is strongly recommended that libraries in this category look toward joining larger units of service in order to meet recommended State standards.

REQUIREMENTS WHICH MUST BE MET
IN ORDER TO RECEIVE STATE GRANTS–IN–AID
(Adopted April 27, 1970 by the State Library Board)

In order to qualify for State grants–in–aid, all libraries shall meet the following requirements by January 31, 1971:

I. Be organized under the appropriate section of the *Code of Virginia.* Not more than one library in a county or regional library system or a municipal governmental unit may receive a grant.

II. Submit to the State Library Board:
(1) Charter, resolutions, or other legal papers under which they are organized.
(2) A copy of the by–laws of the board of trustees, a list of trustees, revised as changes occur.
(3) A five–year plan, adopted by the governing body of the library (trustees, or equivalent) for the development of library service in the area (areas) served. In order to receive continuing grants, any revisions in this plan must be submitted annually.
(4) A written statement of policy covering such items as: service, personnel, and maintenance of book collections and other materials.
(5) Statistical and financial reports including statements of progress of the plan as requested.
(6) A copy of the budget for the expenditure of local funds, not including anticipated State and Federal funds. This must be submitted annually.

III. Have a local operating budget of at least 60 cents per capita, 2/3 of which must be from taxation or endowment. Libraries now participating in the State aid program must meet this requirement by July 1, 1972 in order to continue receiving State grants–in–aid. Libraries obtaining State aid for the first time must meet this requirement within two years after approval of first grant. Local operating expenditures for any library, or library system, shall not fall below that of the previous year. The amount of any undesignated balance at the end of the fiscal year which exceeds 10% of the library's total budget will be subtracted from the grant which is based on that year's expenditures.

IV. Have certified librarians in positions as required by State law.

V. Libraries serving an area of more than 400 square miles provide a bookmobile, or a branch library, within 10 miles of each resident. A branch must meet the requirements for public libraries serving under 5,000 population.

VI. (1) Keep open a headquarters library or centrally located branch at least 40 hours per week for the full range of services during appropriate morning, afternoon and evening hours. Sunday service should be offered where local needs and conditions warrant.
(2) Maintain a basic reference collection and set up procedures for securing materials from other libraries through interlibrary loan.
(3) Organize materials for convenient use through shelf arrangement, classification and cataloging, and provide a card or book catalog of its resources.
(4) Stimulate use of materials through publicity, displays, reading lists, story hours, book talks, book and film discussion and other appropriate means.
(5) Lend guidance in all outlets to individuals in the use of informational, educational and recreational materials.

(6) Lend assistance to civic, cultural, and educational organizations in locating and using materials for program planning, projects and the education of members.

(7) Maintain a collection of currently useful materials by annual additions and systematic removal of items no longer useful to maintaining the purposes and quality of its resources.

APPENDIX E

RECOMMENDED MINIMUM STANDARDS
(Adopted April 27, 1970 by the State Library Board)

It is strongly recommended that all public libraries meet the following minimum standards unless otherwise provided by local or State regulations.

PERSONNEL:

For every 6,000 population served there should be one professional and two clericals.

In calculating staff provisions and costs the following conditions should be met:

(1) a 35–hour work week, five days a week, should be a standard, but in no case should the work week exceed 40 hours;
(2) no more than two evenings per week;
(3) no more than two Saturdays per month;
(4) a wage differential for evening and Sunday schedules;
(5) a minimum vacation of 20 working days for professional staff and 10 working days for clerical staff, with recognition of longevity in service by increase in vacation allowance;
(6) a three–months leave with pay is recommended for professional staff for every five years of satisfactory service.

The beginning salary only is shown in each classification and is represented by a percentage above the salary of the beginning professional librarian (Librarian I). Add five increments, 5 percent each, to show the full range. In intermediate ranges compensation should be added for longevity in service.

The recommended beginning salary for a professional librarian is $7,500. Administrators may want to use the ALA recommended figure of one–sixth more than the local beginning salary for school teachers with a master's degree, whichever is higher.

10,000–24,999 Population Served

Librarian I	
Librarian II	20% higher
Director	50% higher

25,000–49,999 Population Served

Librarian I	
Librarian II	20% higher
Librarian III	40% higher
Director	65% higher

50,000–99,999 Population Served

Librarian I	
Librarian II	20% higher
Librarian III	40% higher
Librarian IV	65% higher
Asst. Director	85% higher
Director	120% higher

100,000–250,000 Population Served
(Headquarters or community library)

Librarian I	
Librarian II	20% higher
Librarian III	40% higher
Librarian IV	65% higher
Librarian V	85% higher
Asst. Director	120% higher
Director	140% higher

BUILDING AND EQUIPMENT:

(1) Library facilities should be within easy reach of every citizen. Maximum travel time to the library should be 15 minutes for urban areas and 30 minutes for rural areas.

(2) All public library headquarters should have a minimum of 2,000 sq. ft. or .6 of a square foot per person living within a radius of 15 miles in the governmental area served, whichever is larger.

(3) All headquarters libraries should provide 50 seats per 30,000 population within a fifteen mile radius in the governmental area served.

SERVICE:

Libraries serving between 10,000 – 25,000 population should be open between 45 and 66 hours weekly. Libraries serving 25,000 population and over should be open between 66 and 72 hours weekly. Calculate hours proportionately to the range of population served.

COLLECTIONS:

These recommendations assume that the system is designed to serve a minimum population of 150,000 people, which appears to ensure the most economical and effective use of staff, collections, and funds. When the population is less, there should be the expectation that the population will increase to the 150,000 minimum within the near future; when the collection is smaller than the suggestions here, plans should be made to acquire the minimum quantities suggested by massive acquisitions from standard lists.

Books

Titles

The headquarters should contain at least 100,000 adult nonfiction titles as a basic collection.

The headquarters should add approximately 50 percent of the new adult nonfiction trade titles published in English in the United States each year in sufficient duplication to meet needs.

The headquarters collection should have available a comprehensive collection of older as well as current fiction by American and foreign authors.

Volumes

The total system collection should own resources of at least 2 to 4 volumes per capita, and at least 2 volumes per capita in areas serving 1,000,000 population.

Maintenance of System Collections

Collections should be maintained by annual additions and replacements of not less than 1/6 volume per capita in areas serving up to 500,000 population; 1/8 volume per capita in areas serving over 500,000 population.

Up to 1/3 of the volumes added annually should be for children. These should be chosen on the basis of the characteristics and needs of the area.

At least 5 percent of its annual additions should be materials of specific interest to young adults.

Pamphlets

Pamphlet collections should be developed and maintained in system headquarters in order to provide materials on new or esoteric subjects which have not yet been incorporated into more conventional printed sources.

Sufficient quantities of more generally useful items should be acquired to serve system needs. Devices should be developed to provide information to participating libraries on the availability of items in this category, and community libraries should be encouraged to organize their own pamphlet collections.

Periodicals

At least one currently published periodical title should be available for each 250 people in the service area.

Emphasis should be given to periodicals indexed in special indexing services, but acquisitions should not be limited to these.

Headquarters collections should receive all current periodicals indexed in *Reader's Guide to Periodical Literature* and the most frequently requested items indexed in other indexing services.

Less frequently requested items should be available from a state or regional resource center.

Indexed periodicals should be retained in their original form for 10 to 15 years, preferably unbound.

Community libraries should not ordinarily attempt to build extensive collections of back issues of periodicals, but should depend on the headquarters collection to service their needs for these materials.

Print–out photocopy machinery should be available as needed.

Audio–Visual Materials

Audio-visual materials are a useful and desirable means of promoting continuing education. These are basic, independent resources in many subject areas and for many activities, rather than supplementary as they are generally considered.

The most popular forms for libraries at the present time are the conventional 16mm photographic film and 33 1/3 rpm recordings. Library collections should be planned to include other speeds and other media, such as video tape, as they become available and prove appropriate.

The suggestions following are intended for system collections with access to a resource collection at the state or regional level. When a state or region maintains the basic collection of the materials, these suggestions are not applicable.

Recordings

The basic collection of recordings for the system should consist of one disc or reel of tape for each 50 people in the service area, but no collection should contain less than 5,000 discs and reels.

Selected recordings should be duplicated to meet needs and to supply rotating collections for the system, if such are desired.

Recordings will need replacements and additions at the rate of 10–15 percent per year minimum.

APPENDIX F

State Board for the Certification of Librarians
Rules
In effect July 28, 1952
As they apply to Chapter 11, Title 54, of the *Code of Virginia*

1. Libraries which must enter certification

   Those libraries for which the law is mandatory must employ in full–time professional library positions persons having certificates from this Board.

2. Libraries which may enter certification

   Any library in the State not specifically exempted from the provisions of the law and for which the law is not mandatory, if it has one or more full–time professional library positions, may by agreement secure the benefits of certification. Any library which enters certification voluntarily through an agreement and which fails to comply will be dropped from the Board's list of libraries with qualified personnel standards.

3. Definition of full–time professional library position

   A full–time professional library position is one which, in the opinion of the head librarian with the approval of his library board or his immediate superior and with the favorable review of the Certification Board, requires the full–time services of an incumbent who has a knowledge of books and library techniques equivalent to that required for graduation from a library school accredited by the American Library Association for general library training.

4. Grades of certificates

   The Certification Board will issue one grade of certificate to be known as the Librarian's Professional Certificate. Under the provisions of the law, the Board may grant temporary certificates, in general emergency periods, to uncertified persons, but it reserves the right to terminate these certificates upon due notice.

5. When professional certificates shall be given without examination

   Professional certificates will be given without examination to graduates of library schools accredited by the American Library Association for general library training, provided such persons graduated during the period when the school was accredited. The Board may require graduates of other types of library schools to pass an examination.

6. When professional certificates may be given upon the basis of credentials

   Professional certificates may be given upon the basis of credentials to persons

   a. who hold a comparable certificate from another certification board

   b. who have served for at least three years in a full–time professional library position outside of Virginia where no certification law exists; this position must have been in a library equivalent to those to which the Virginia law

applies, and quality of work will be taken into consideration.

c. who have served for at least one year in a full–time professional library position outside of Virginia where a certification law now exists, but which did not exist at the time of the service. This service must have been in a position for which certification is now legally required.

7. When professional certificates will be given upon examination

Professional certificates will be given to those who complete satisfactorily an examination given by the Board.

8. Eligibility for professional examination

Any graduate of an accredited college or university will be eligible to take the examination. Those who are not graduates will be required to pass a preliminary examination in the fields of literature and general knowledge in order to become eligible. All applicants will be required to make formal application and to pay the fee required by law.

9. Character of the professional examination

The professional examination shall consist of a series of questions on the various aspects of library work equivalent to those used in accredited library schools, the whole to be taken at one time and to require approximately 8 hours to complete. Examinations will be given at such time and in such manner as the Board shall determine. The examination must be passed as a whole. Persons who have passed parts of previous examinations must complete all parts by July 1, 1954, or else be reexamined on the whole.

10. Examination grades

The passing grade on examinations is set at 70. Persons taking the examination will be informed whether they passed or failed, but numerical grades will not be released except to those who have passed.

11. Fees

The fee stipulated by law will be charged for all certificates or replacements. This fee must be paid by those taking the examination. Endorsements will be added to a certificate without charge.

12. Reports

All libraries in certification shall submit such personnel reports as the Certification Board shall require.

§ 54–271. Certificate required to hold professional library position. – –No public library serving a political subdivision or subdivisions having over five thousand population and no library operated by the State or under its authority, including libraries of institutions of higher learning, shall have in its employ, in the position of librarian or in any other full–time professional library position, a person who does not hold a librarian's certificate issued by the Board.

A professional library position as used in this section is one that requires a knowledge of books and of library technique equivalent to that required for graduation from any ac–credited library school.

No public funds shall be paid to any library failing to comply with this chapter. (1936, p. 114; Michie Code 1942, § 363; 1944, p. 257; 1946, p. 249)

APPENDIX G

REGULATIONS FOR SPECIAL PURPOSE GRANTS

There are two types of special purpose grants available:

I. Grants to localities wishing to establish library service and to established libraries which wish to extend service into an unserved area. All grants are for multi–governmental unit development.

II. Grants to established libraries to aid them in expanding services or to initiate new services.

The following regulations apply to both types of grants.

All projects funded under this program must be aimed at persons residing in low income areas who are educationally, socio–economically, culturally, or are otherwise disadvantaged.

Emphasis in the program will be placed on the national educational priorities such as early childhood education, drug abuse education, the "right to read," environmental education, and career education.

Applicants will be scored on the following points:

a. Median family income below that of the State as a whole.

b. Median family income below $7,000.

c. More than 40% of population non–white.

d. Years of schooling completed, for those 25 or older, less than eight.

e. Eligibility for EDA grant.

f. Eligibility for ARC grant.

g. No library service in area.

h. Eligibility for Model Cities grant.

i. High concentration of non–English speaking.

j. High concentration of migrant workers.

The scoring points will be based on the latest U. S. Census and other official information which is available and scoring of political subdivisions will change accordingly. In the event that scoring points are equal, first consideration will be given to the greater number of political subdivisions and larger populations to be served by these proposed libraries. In order to qualify for a grant, at least one of the above criteria must be met.

Applications for these grants must be submitted to the State Library on or before December 15 of the calendar year.

Grants will be made at the January meeting of the State Library Board for an initial period of seventeen months. The projects financed by these grants will be reviewed at subsequent January meetings of the Board and consideration will be given to extending the grants for an additional seventeen months.

Funds may be spent for library materials, supplies, bookmobiles and other book-carrying vehicles to be used in serving the disadvantaged, for expenses incurred in their operation, and for full salaries of personnel to administer this project.

Applications must be signed by the appropriate local officers, as determined by the State Library. They must contain a narrative description and a proposed budget.

Establishment grants (type I) to supplement local funds will be limited by the following formula:

Points	$ Per Capita
1	$1.00
2	1.25
3	1.50
4	1.75
5	2.00
6	2.25
7	2.50

Each county's eligibility will be figured and the sum total then will be computed. There will be an additional grant of ten dollars per square mile. In addition, a basic grant of $5,000 per point will be given when there is no existing system strong enough to join.

All grants may be prorated according to the amount of LSCA funds which is available for any given year.

Innovative grants (type II) will have no monetary limit. Each project will be judged on its relation to overall goals and objectives, feasibility and local capacity to manage and continue it.

APPENDIX H

RULES AND REGULATIONS FOR THE ADMINISTRATION OF TITLE II, LIBRARY SERVICES AND CONSTRUCTION ACT, P. L. 91-600, AS AMENDED 1970

I. Every public library regularly organized under the laws of the State of Virginia and meeting the minimum standards of the Virginia State Library Board for State aid shall be entitled to apply for grants for the construction and remodeling of public library facilities, provided under Title II Library Services and Construction Act as amended. Funds made available as a result of this act may be allocated only to libraries whose facilities and services are deemed inadequate.

The Virginia plan deems services as inadequate when an established library fails to meet all of the following standards:

For every 6,000 population served there should be one professional and two clericals.

Libraries serving between 10,000 – 25,000 population should be open between 45 and 66 hours weekly. Libraries serving 25,000 population and over should be open between 66 and 72 hours weekly.

The headquarters should contain at least 100,000 adult nonfiction titles as a basic collection.

Facilities are deemed inadequate when they fail to meet the following standards:

Library facilities should be within easy reach of every citizen. Maximum travel time to the library should be 15 minutes for urban areas and 30 minutes for rural areas.

All public library headquarters should have a minimum of 2,000 square feet or .6 of a square foot per person living within a radius of 15 miles in the governmental area served, whichever is larger.

All headquarters libraries should provide 50 seats per 30,000 population within a fifteen mile radius in the governmental area served.

In measuring reader space for county or regional library headquarters which serve a large land area without large concentration of population, the population normally served by personal visits to the county or regional headquarters will be used. Staff and shelf space will be measured by total population in relation to distribution of staff and books among branch and town libraries which are parts of the county or regional library system.

II. Priority in grants will be given to libraries in the following order:

1. Regional libraries of 4 or more political subdivisions.
2. Regional libraries of 3 political subdivisions.
3. Regional libraries of 2 political subdivisions.
4. Single governmental units serving over 60,000 population.
5. Single governmental units serving from 35,000 to 60,000 population.
6. Single governmental units serving 5,000 to 35,000 population.

The Board will take into consideration the number and the amounts of construction grants which have been allocated to a given library in previous years and such library may receive a lower priority.

In the event that insufficient Federal funds are available for all approvable applications received during a fiscal year, the priority will be given to libraries based on economic need as shown by the median family income, according to the latest census reports. Applications not approved due to lack of funds will automatically be considered in subsequent fiscal periods unless withdrawn by the applicant.

III. Allocation from Federal funds will not amount to more than 50% of the total cost of a project. If necessary all grants, irrespective of priorities, will be prorated uniformly in order to use balances to the best advantage.

IV. Grants will be made once during each fiscal year at the April meeting of the State Library Board. The deadline for filing applications is April 1. Only one grant will be made to a single system during a given fiscal year.

V. Any public library board whose application is disapproved will be notified in writing by the State agency and the reason for disapproval given. The public library board or other governing authority may request a hearing not less than 30 days prior to the next following quarterly meeting of the Virginia State Library Board. The decision of the State Library Board shall be final.

VI. Applicant must show evidence of a regular and continuous source of income sufficient to operate the new facility. Headquarters library must be open at least 40 hours a week, and branch libraries must be open at least 20 hours a week.

VII. At the time the application is made reasonable assurance must be given that local matching funds will be available. These must be public funds which may include contributions from private organizations or individuals which are deposited to a library building account.

VIII. Funds may be used either for construction of branch or headquarters buildings or the remodeling of existing buildings to be used as public libraries. The following classes of expenditures may be used for matching Federal funds:

1. Costs related to the acquisition of land for the construction of a public library but excluding the cost of acquisition of buildings thereon, when actual cash disbursements are required under state law to be made to effectuate the transfer of title. Such expenses must have been incurred within three fiscal years preceding the fiscal year in which the project is approved by the State agency.

2. Architectural, engineering and inspection expenses incurred subsequent to site selection.

3. Site grading and improvement of land on which facilities are to be located provided these expenses are incurred after project approval by State agency.

4. Cost of public library equipment such as: library shelving and filing equipment, card catalog cabinets, circulation desks, reading tables, study carrels, office furniture, booklifts, elevators, and information retrieval devices if such expenses are incurred after the date of project approval.

IX. The following classes of expenditures may not be matched with Federal funds.

1. Expenditures made for public library service.
2. Expenditures for the construction of libraries not within the definition of "public libraries," or which do not provide services defined as "public library services." (This excludes expenditures for constructing libraries which are designed to serve a special clientele or purpose such as law, medical, and school libraries.)
3. Expenditures for public library construction which are not under the supervision of the official State agency designated to administer the plan.
4. Expenditures made from non-public funds which are so restricted that they may not be considered to be public funds.
5. Expenditures for the purchase of buildings to be used as public libraries.
6. Expenditures made for the administration of the plan for construction.
7. Appraised value of donated site acquired by other than purchase.
8. Value of donated labor.

X. Title to any land used for site and title for any building constructed under this act must be in the name of a county or municipal government or a legally-appointed public library board.

XI. A written library building program including preliminary architectural drawings must be submitted with the application. The program will outline the services and functions of the library and indicate space requirements and relationships of various areas of the building. This should include a description of the proposed site with map or sketch showing location. Both the site and the building plans must be approved by the State Library which will provide consultant service.

XII. A copy of the agreement between the local governing board and the architect must be submitted with the application. The architect must be employed throughout construction.

XIII. All laborers and mechanics employed by contractors and subcontractors on all construction projects assisted under the Act will be paid wages at rates not less than those prevailing as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended (40 U.S.C. 276a-276a-5) and 29 CFR Part 1 (29 F.R. 95), and shall receive overtime compensation in accordance with, and otherwise comply with, the provisions of the Contract Work Hours Standards Act (40 U.S.C. 327-333); that such contractors and subcontractors shall comply with the provisions of 29 CFR Part 3 (42 U.S.C. 2000 e note); and that all construction contracts and subcontracts shall incorporate the contract clauses required by 29 CFR 5.5 (a) and (c) (29F.R. 100, 101, 13463).

All construction contracts exceeding $10,000 shall include the employment nondiscrimination clause prescribed by section 203 of Executive Order No. 11246 of September 24, 1965 (42 U.S.C. 2000 e note), and the State or local agency shall otherwise comply with the requirements of section 301 of said Executive Order.

Weekly payrolls will be reviewed by the State Library to see that they are in accordance with wage scale determination for the project. On-the-spot job personnel interviews will be conducted periodically by the State Library to determine job being done and wage being paid. Reports of non-compliance will be sent to the local library boards or other governing authorities with the request that they investigate the complaints and give assurance to the State Library

Board that proper measures are being taken for correcting them.

XIV. Architectural or engineering supervision and inspection will be provided at the construction site to insure that the completed work conforms to the approved plans and specifications; and representatives of the State agency will have access at all reasonable times; for the purpose of inspection, to all construction work being done under the Act, and the contractor will be required to facilitate such access and inspection.

The local agency undertaking the construction will furnish progress reports and such other information relating to the proposed construction as the State agency may require.

XV. Compliance will be made with Executive Order 11296 and with the requirements of departmental regulations which may be issued from time to time pursuant thereto relating to the evaluation of flood hazards in locating federally financed construction projects.

A flood hazard evaluation provided by the U.S. Army District Corps of Engineers must be included with the application.

XVI. Facilities constructed with the use of Federal funds under this act shall to the extent appropriate in view of the uses to be made of the facilities, be accessible to and usable by handicapped persons

A statement confirming that all facilities of the proposed building will be accessible to the handicapped will be required of the architect.

All library facilities shall display in a prominent place the "International Symbol of Access for the Handicapped."

XVII. The application will require a statement to the effect that the public library facilities constructed with funds provided under the act shall continue to be devoted to public library purposes. All library services provided in buildings constructed, expanded, remodeled, or altered under the plan are required, by regulation of the State Library, to be available free of charge and without discrimination to all residents of the area served.

XVIII. All construction contracts shall be awarded to the lowest qualified bidder on the basis of open competitive bidding except that, if one or more items of construction specified in §130.43(b) are covered by an established alternative procedure consistent with state and local laws and regulations, which is approved by the State agency as designed to assure construction in an economical manner consistent with sound business practice, such alternative procedure may be followed.

XIX. The projects will be undertaken in an economic manner and will not be elaborate or extravagant in design or materials.

XX. The sites of all construction projects shall display a sign stating that Federal funds under the Library Services and Construction Act are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, funds under the Act shall be noted.

XXI. The State or local agency shall comply with whatever procedures may be established by the Department to implement section 102(2) (C) of the National Environmental Policy Act of 1969 (42 U.S.C. 4332 (2) (C).) and Executive Order No. 11514 (42 U.S.C. 4321 note). The State or local agency shall also comply with whatever policies and procedures are established by the Department to implement Executive Order No. 11288 (33 U.S.C. 406 note) with regard to the prevention of water pollution.

XXII. The final working drawings and specifications will be submitted to the State agency for final approval before the project is placed on the market for bidding. A representative of the State Library must be present at the bid opening.

XXIII. The construction approved pursuant to the project proposal will be undertaken promptly.

XXIV. In developing plans for public library facilities, the local and State codes with regard to fire and safety will be observed; and in situations where local and State codes do not apply, recognized codes shall be observed.

XXV. Applications for grants must be approved by the Regional District Planning Commission and the Division of State Planning and Community Affairs prior to action by the State Library Board.

XXVI. The State and local agency shall comply with procedures established by the Department to implement the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P. L. 91–646.